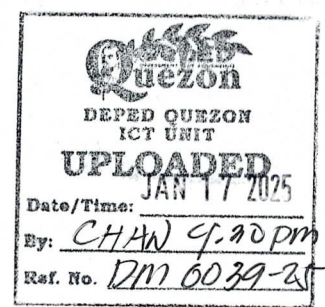




Republic of the Philippines
Department of Education
Region IV-A CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



15 January 2025

DIVISION MEMORANDUM
DM No. 0039, s. 2025

UPDATING AND SUBMISSION OF DESIGNATION OF SCHOOL HEADS IN-CHARGE OF DISTRICT GENDER AND DEVELOPMENT (GAD) PROGRAM

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors
District GAD Focal Point System
All Concerned

1. In support of the provisions for **Gender-Responsive Basic Education Policy** stipulated in **DepEd Order No. 32, s. 2017**, this Office, through the Division Gender and Development Focal Point System (DGFPS), advises all Public Schools District Supervisors to submit an updated designation paper of School Head in-charge of Gender and Development (GAD) program on or before **January 24, 2025**.
2. The designated School Head in-charge of the district GAD programs shall perform the following duties and responsibilities:
 - a) *Lead in the gender mainstreaming of policies, plans, programs, projects, and activities;*
 - b) *Lead in the assessment of gender-responsiveness of systems, structures, policies, procedures, and programs based on priority thrusts, needs and concerns of the district for its stakeholders, particularly students, teachers, and employees;*
 - c) *Analyze district program and projects using the harmonized GAD guidelines to determine their gender sensitivity;*
 - d) *Recommend formulation and/or revision of district policies in advancing women's status and child protection;*
 - e) *Lead in the review and updating of district sex-disaggregated data (SDD) for GAD database to serve as basis in performance-based gender-responsive planning;*
 - f) *Lead in the implementation of advocacy activities in the district including the development of information, education and communication (IEC) materials to ensure consciousness-building and generating support for GAD;*

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- g) *Identify gender issues arising from gender analysis and audit to serve as basis for determining programs, projects, and activities (PPAs) in the district;*
 - h) *Facilitate the review, consolidation, and timely submission of school GAD Plan and Budget (GPB) and Accomplishment Reports to the Division GFPS;*
 - i) *Ensure the effective and efficient implementation of the district GAD Plan and PPAs, and the judicious utilization of the GAD budget;*
 - j) *Build and strengthen partnership with all GAD Focal Point persons in the district, GAD non-government organizations (NGOs), and other GAD partners;*
 - k) *Conduct a mid-year and year-end monitoring and evaluation (M&E) of the school GAD PPAs in coordination with the Public Schools District Supervisor (PSDS); and*
 - l) *Provide technical assistance to schools based on their identified gender needs.*
3. The duly signed designation paper in PDF copy, using this filename format **GAD_District**, shall be sent to this link; **tinyurl.com/2025GADFocal**. Relatively, the designated Focal shall accomplish this online link; **tinyurl.com/2025DistrictGADFocal**.
4. Strict compliance of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent
JAN 17 2025

SGORRA/01/15/2025

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